

TITLE: CIB 94-19 Advance Planning of Acquisition and Assistance

October 21, 1994

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC

FROM: DAA/M, Michael D. Sherwin, Procurement Executive

SUBJECT: Advance Planning of Acquisition and Assistance

CONTRACT INFORMATION BULLETIN 94-19

On September 1, 1994, a USAID General Notice was issued which required immediate implementation of the FY 95 version of the Advance Procurement Planning System (APPS). All project offices were required to either enter their data into the system or provide a copy of their specific plans to the Contracting Officer by no later than September 30, 1994. Buy-ins and Add-ons were required to be entered into the system by October 15, 1994. Contracting Officers are required to completely negotiate these plans by no later than October 30, 1994.

This system is a vital tool to assist in the completion of the Advance Planning effort required by FAR Part 7. The data will periodically be reported to the Administrator to indicate how well the project offices are meeting the proposed goals of getting PIOs to the Contracting Officers in a timely manner. The data will also indicate the amount of workload anticipated for each Contracting Officer throughout the fiscal year.

This CIB is being issued to outline the process that is expected of the Contracting Officers. It should be noted that the Senior Contracting Officers can delegate portions of the planning function to less senior Contracting Officers. However, the Senior Contracting Officer for each Mission or OP Branch is expected to be familiar and in agreement with the overall plans for their Mission(s) or branch.

It is vitally important that the Contracting Officers sit down and discuss the plans with their project offices in October, January, April, and July of each year. A simple review of the data and acceptance of the proposed dates for submission of PIO and target award dates is unacceptable. Each Contracting Officer is expected to build a relationship with their Project Officers for the upcoming year and to understand what each Project Officer expects from their Contracting Officer.

Only with constant review and discussion will the Contracting Officers be able to get a handle on their actions for the year. Your attitude will set the tone for the Agency's acceptance of advance planning. Good advance planning will be instrumental in planning your staff's leave and training and it will also serve as an early warning of a need for additional staff.

A more complex advance plan should be developed for all competitive and/or complicated acquisitions or assistance. At this time, a set format is not mandated for the field. However, a copy of the Procurement Schedule is attached for your consideration in developing an overall plan. The new system that is being developed under the Acquisition and Assistance BAA will contain a set format for acquisition and assistance schedules. Additionally, we are not developing time frames for awarding actions as these time frames will vary depending upon whether the work is being done in the United States or at a Mission. A variation will also be created by the amount of staffing for each particular office and the type of action.

For AID/W Contracting Officers and those Missions with CIMS, we are aware that there are certain elements that require duplicate entry of data into APPS and also into CIMS. However, it is vitally important that the data be entered so that the reports will consistently show the amount of workload that has been received versus that which was planned. Consequently, the Contracting Officer or their delegate should enter the PIO No.s and Receipt Dates as soon as possible after receipt. Once the new system is implemented, this duplication will disappear.

I'm asking for each Contracting Officer's assistance in making advance acquisition and assistance planning work for this Agency.

Attachment: A/S [Not included with E-mail version.]